

Procedure:

- Do a quality control check of my balances and color test reagents to make sure they are operating properly
- Check the gross weight of the sample to make sure it matches the gross weight the evidence office took when the sample was submitted- this weight is on the control card that came in the envelope with the sample
- Made sure the evidence bag had the officer's initials and it was heat sealed
- Cut open evidence bag at the end opposite the officer's initials
- Took out the container(s) and did a gross weight of it
- Emptied the contents of the container(s) onto a piece of weigh paper
- Weighed the container itself and then subtracted that weight from the gross weight to get the net weight of the substance (if there were multiple containers, and less than 14grams, then test 10% of the amount of containers)
- Put each of the 4 color test reagents into separate wells of a spot plate (do a set of color tests for each container being tested if testing multiple containers)
- Used a spatula to scoop up a small amount of sample-tapped a small amount of sample into each of the wells containing the color test reagents
- The cobalt thiocyanate color test turned blue with the addition of acid- this indicated to me that the substance could be cocaine
- Used the spatula to put two small mounds of the substance onto a clean microscope slide for microcrystal testing- The crystals that form are specific to cocaine (do microcrystal tests for each container being tested if testing multiple containers)
- Microcrystal tests gave positive cocaine crystals
- Used spatula to put a small amount of sample into a vial, capped it, wrote the lab number on it and put it on a rack to send for confirmatory testing (prepare a vial for each container being tested if testing multiple containers)
- Poured the sample back into the container(s), put the container(s) back into the evidence bag and then put the evidence bag into a k-pac bag- heat sealed the k-pac bag, wrote the lab number on it and initialed the seals and put the k-pac bag back into the evidence envelope
- When I was ready to submit samples for confirmatory testing:
 - Filled out the control cards for each sample
 - Filled out control sheets with all samples that were presumptively positive for cocaine on one sheet, heroin on another and so forth
 - Attached the control cards to the corresponding control sheets and submitted the vials for confirmatory testing